



A meeting of the Parish Council was held on. Monday 25th September 2023, 7.30pm, Sandford Village Hall

Those present at the meeting:

Parish Cllrs Present: Simon Crew, Archie Forbes (Chair), Kevin Joyce (Vice-Chair), Dylan Morris, Tom Nicholson, Steve Pincher, Jack Taviner, Larry van Haaren, Paul Watkins and John Witcher

NSC Cllrs: Tom Nicholson

Clerk: Lynne Rampton **Members of the public:** Four

Parish Cllrs Absent: Zak Aravantinos, Mark Boddy, and Lynne Stephens (Vice-Chair).

75. **TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE REASONS FOR ABSENCE WHERE APPROPRIATE** (*Agenda item 1*) Apologies had been received from Parish Cllrs Aravantinos, Boddy, and Stephens along with NSC Cllr Tristram
76. **DECLARATIONS OF INTEREST** (*Agenda item 2*). None declared.
77. **TO CONSIDER & DECIDE UPON ANY REQUESTS FOR DISPENSATION FROM MEMBERS TO ALLOW THEM TO PARTICIPATE IN A DISCUSSION OR VOTE ON A MATTER IN WHICH HE/SHE MAY HAVE A DISCLOSABLE PECUNIARY OR NON-PECUNIARY INTEREST** (*Agenda item 3*).
Dispensations are granted to Parish Councillors under section 33 of the Localism Act 2011 and the Parish Council delegated the power to grant dispensations (s101 of the Local Government Act 1972) to the Clerk or appointed Deputy (see PC meeting 23.07.12 min 52 iv.). None.
78. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21ST AUGUST 2023** (*Agenda item 4*)
Resolved: That the minutes of the Parish Council Meeting held on the 21st August 2023 were approved as a correct record of the meeting.
The resolution was correctly proposed and seconded (8 in favour, 1 against, 1 abstention due to absence). The minutes of the meeting would be signed by the Chair as a correct record.
79. **MINUTE UPDATE FROM THE AUGUST PARISH COUNCIL MINUTES ALONG WITH THE SEPTEMBER CLERK'S REPORT** *Annex 1 (Agenda item 5)*
Min 73. A parish councillor did not consider that this correctly reflected the discussion that took place at the meeting.
80. **CRIME REPORT – to receive a monthly police report for the parish** *Annex 2 (Agenda item 6)*
No report was available.
81. **RESPONSE TO MATTERS RAISED DURING PUBLIC PARTICIPATION AT THE PREVIOUS MEETING OF THE PARISH COUNCIL** (*Agenda item 7*) There were no matters requiring a response.
82. **PUBLIC PARTICIPATION** (*Agenda item 8*) *The Chair suspended the meeting.*
A Winscombe resident advised of a bat talk that had taken place at the Award Land and the different species that had been noted. Bat activity levels were below expected, although works could take place to encourage more insect life for foraging. Other issues highlighted were concern for the funding gap for the Banwell Bypass, as well as environmental and mitigation obligations for this, and the ongoing planning application for the Coombe Farm development.
A Puxton resident wished to thank Cllr Nicholson for assistance in an incident that took place earlier in 2023.
23/P/1796/FUH 1 Observatory Field. The applicant spoke in support of the application. The parishioner also highlighted safety concerns for some junctions due to re-wilding of areas by NSC.
23/P/1739/FUL Land to East of Barton Rocks. The agent spoke on behalf of the applicants and detailed changes in the new application to an already approved planning application (22/P/0139/FUL).

With no further members of the public wishing to speak, the meeting was re-convened by the Chair.

With the agreement of the meeting, the order of the agenda was varied to allow discussion on the Barton Rocks application to take place at this point. For the purpose of the minutes, items are included in the original order.

83. TO RECEIVE A WARD COUNCILLOR UPDATE (Agenda item 9)

The NSC member spoke on the NSC Corporate Plan, Banwell Bypass proposals, and advised that the NSC bypass team would participate in continued community engagement through the parish council. The possible re-introduction of a discontinued bus service 126 was welcomed. A number of questions were asked of the member.

84. TO AUTHORISE BILLS FOR PAYMENT AND BANK TRANSFERS Annex 3 (Agenda item 10)

Resolved: Direct payments, direct debits, standing order payments totalling £9,756.43 (incl. vat) and bank transfers as detailed were authorised for payment.

The resolution was correctly proposed and seconded (unanimous)

Members had been provided with a bank reconciliation following receipt of second instalment precept. Balances within one intuition were above FSCS levels, but likely rectified with October payments. The bank balances were duly noted.

85. TO CONSIDER AND COMMENT ON CURRENT PLANNING APPLICATIONS IN THE PARISH (Agenda item 11):

a. 23/P/1755/TPO Sewell House Belmont Road

T - 1 Oak remove lower dead branches for safety reasons.

Resolved: The council chose not to comment on this application with decision to be made by the NSC Tree Officer.

The resolution was correctly proposed and seconded (unanimous)

b. 23/P/1796/FUH 1 Observatory Field

Proposed erection of a single storey rear extension

Resolved: The council voted to support approval of the planning application.

The resolution was correctly proposed and seconded (unanimous)

c. 23/P/1820/AOC The Stable 5 Nippors Way – information only

Discharge of Condition number 2 (Waste Storage) on application 23/P/1313/FUL

d. 23/P/1821/FUH 53 The Lynch

Proposed erection of a single storey rear extension.

Resolved: The council voted to support approval of the planning application.

The resolution was correctly proposed and seconded (unanimous)

e. 23/P/1739/FUL Land to East of Barton Rocks

Change of use of an agricultural building to equestrian use to include an extension to the east and west elevations and alterations to the roof construction to the south elevation and construction of manure store (amendments to design of building approved under planning permission 22/P/0139/FUL)

Amendments to the previously approved application for the design of the building that the parish council had supported were detailed for the benefit of the meeting. Ash Die Back Disease had required removal of some screening by trees although replacement planting, hedging improvement and wildflower planting had been taking place.

Comments from the Mendip Hills AONB Service were noted, although the two-storey building had been in existence for many years and was not a new addition. Members that had visited site did not consider dominance of the stables over the main residence to be an issue due to the scale of the buildings and topography of the site.

Whilst the AONB Service were concerned for the light pollution from artificial light, a member did not consider the removal of windows to be in the best interests of the animals.

Resolved: The council voted to support approval of the planning application; it was however questioned if the removal of some windows from the approved application 22/P/0139/FUL would be in the best interests of livestock?

The resolution was correctly proposed and seconded (5 in favour, 3 against, 2 abstentions)

MOTION CARRIED

86. **TO NOTE PLANNING DECISIONS AND APPEAL NOTIFICATIONS SINCE THE LAST PARISH COUNCIL MEETING** (*Agenda item 12*)

Planning Approvals

Application no	Address	Brief description
23/P/1820/AOC	The Stable 5 Nippors Way	Discharge of Condition number 2 (Waste Storage) on application 23/P/1313/FUL
23/P/1347/LDP	14 Sidcot Lane Winscom BS25 1LA	Demolition of existing garage and erection of a replacement garage with attached office including landscaping alterations.
23/P/1313/FUL	The Stable 5 Nippors Way	Removal of condition 1 (ancillary use) of permission 04/P/0122/F (Change of condition 3 and removal of condition 2 (personal condition) on existing planning application 2594/77- conversion of existing store to granny flat) to allow granny flat to be used as an independent unit of accommodation separate to the main dwelling
23/P/0932/FUH	Stone Cottage Winscombe H	Proposed erection of a two storey side extension (West elevation)
23/P/1552/TPO	2 Sidcot Drive Winscombe	T - 1& T 2 Monterey Cypress remove deadwood and hanging branches clear neighbours' roof by 2 mtrs

Planning Refusals

23/P/1426/TPO	Darlisette House 13 Hapil Close	T - 1 Oak reduce crown by 1 mtr, thin canopy by 15%
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87. **EXTERNAL AUDIT - CONCLUSION OF ANNUAL REVIEW 2022-23** (*Agenda item 13*)

BDO LLP, as the appointed external auditor had completed a review of the Annual Governance & Accountability Return (AGAR) for Winscombe and Sandford Parish Council for the year ended 31 March 2023. The external auditor report and certificate (Section 3 of the AGAR Form 3) along with a copy of Sections 1 and 2 of the AGAR, on which the report was based had been displayed in the required manner on parish council noticeboard and website. The external auditor report and certificate dated 7th September 2023 had not detailed any matters arising from the review that required the attention of the council.

88. **WINSCOMBE COMMUNITY CENTRE – PROJECT UPDATE FOR THE NEW CENTRE** (*Agenda item 14*)

a. To nominate parish council representatives for the WinSpace Project Group

Resolved: Cllrs Morris and Watkins were nominated as parish council representatives for the community association group.

The resolution was correctly proposed and seconded (9 in favour, with Cllr Morris abstaining from the vote)

b. WCA to transfer to a Charitable Incorporated Organisation (CIO). PC permission not required.

Having sought legal opinion from a solicitor specialising in parish council law, it had been advised that the Council had to act in accordance with the instructions of the Managing Trustee and had no choice but to transfer property and land (held as custodian trustee) if requested.

c. Parish council to agree to sign appropriate documentation in relation to the transfer of property to CIO.

At present the Parish Council, hold the entirety of the property known as 'The Community Centre', at 11 Sandford Road Winscombe, which comprises a Headmaster's Cottage, a Victorian Village Hall, 3 temporary classrooms & a playing field, as custodian trustees of the Charity known as Winscombe Community Association.

As the Parish Council has no beneficial interest in The Community Centre, the Trustees of Winscombe Community Association have requested that The Community Centre be vested into a Charitable Incorporated Organisation (CIO) called Winscombe Community Association which is registered with the Charity Commission with the charity number 1186290, at a time of their choosing, but no later than the 31st March 2024. The vesting of the Community Centre to the CIO will transfer legal and beneficial ownership of the Community Centre to the CIO and will be managed by the Trustees of that charitable body.

Resolved: Having sought legal opinion, the parish council must act in accordance with the instructions of the Managing Trustee and has no choice but to transfer as requested and will sign the appropriate documentation in relation to the transfer

The resolution was correctly proposed and seconded (unanimous)

d. Parish council to consider purchase of the Headmasters House and/or garage?

The property containing the current council offices was likely to be sold at auction once covenants restricting use of this had been removed. Considerable works would be needed to the house and/or garage to bring these to a standard suitable for future employment purposes.

Resolved: At this time, no offer should be made for the purchase of either the house or garage.

The resolution was correctly proposed and seconded (9 in favour, 1 abstention)

e. To consider options for temporary parish council office accommodation on sale of the Headmasters House. Alternate office accommodation or portacabins on WCA site? Required until such time as new office space is available in the new centre.

On sale of the current parish council office building, temporary independent office space had been offered on the Thatchers Cider site until accommodation in the new centre was again available. Alternatively, a portacabin could be sited in the community centre carpark behind the existing centre, or a move made to alternate office accommodation at likely double the current rent paid.

Concern was raised by two members about a perceived conflict of interest.

Resolved: To allow sale of the Headmasters House, parish council offices would be moved temporarily to the Thatchers site in Sandford. A formal agreement should be entered into, and rent paid at the current rate paid to the WCA.

The resolution was correctly proposed and seconded (7 in favour, 1 against, 2 abstentions)

f. Continued community support to be confirmed for financing of the new centre – article in hard copy Occasional Newsletter and on-line survey?

Resolved: Confirmation should be sought from the Avon Local Councils Association (ALCA) if more recent evidence of community support was required to support a borrowing approval application. Last community consultation was carried out June 2021.

The resolution was correctly proposed and seconded (unanimous)

Cllrs Morris & Watkins would prepare questions for a new survey in anticipation of the ALCA response. Should further consultation be required, this would take place in the form of a hardcopy newsletter delivered to all parish households as well as an on-line survey and promoted through social media.

g. To consider request from WCA confirming community support for the project.

Agreement in principle had been previously given by the parish council. The council had not yet had sight of a business plan to support loan repayments and a response to minute f. above was awaited.

Resolved: The parish council was supportive of new and updated development of the centre and at this time would offer a letter of support in principle for the proposed works although it had not yet had sight of a business plan or grant application request.

The resolution was correctly proposed and seconded (3 in favour, 6 against, 1 abstention)

MOTION FAILED

89. TO APPOINT A CONTRACTOR AND TO INSTRUCT PARISH TREE WORKS AS IDENTIFIED IN THE ANNUAL INSPECTION REPORT FOR PC OWNED LAND. (Agenda item 15)

Of the four contractors approached for quotations, two responses had been received.

Resolved: That priority 1 & 2 tree works are awarded to Chris Groves Associates at a cost of £2,610. Priority 3 tree works at the cemetery only were awarded to Fountain Tree Care at a cost of £180.

The resolution was correctly proposed and seconded (9 in favour, 1 abstention)

90. TO CONSIDER AND AGREE A RESPONSE TO THE NSC CORPORATE PLAN & BUDGET ENGAGEMENT CONSULTATION (Agenda item 16)

Resolved: Members were unable to agree on a united response to the consultation and therefore members should comment as individuals only.

The resolution was correctly proposed and seconded (9 in favour, 1 abstention)

91. TO RECEIVE A REPORT FROM A MEETING OF THE WMRG ADVISORY COMMITTEE HELD ON 14TH AUGUST 2023, & TO CONFIRM RECOMMENDATIONS (Agenda item 17):

- a. ***To appoint a contractor and instruct works to carry out repairs to the main foul sewer at the recreation ground carpark and access road following surveying works.***

The item was deferred to a future council meeting.

The resolution was correctly proposed and seconded (unanimous)

- b. ***To consider a quotation for the installation of a frost thermostat tubular heater to prevent further burst water pipes for the changing rooms at a cost of £260 plus vat.***

Resolved: IRH Electricals should be instructed to install the heater.

The resolution was correctly proposed and seconded (9 in favour, 1 against)

92. TO APPROVE THE MINUTES FROM A MEETING OF THE CHAIR'S COMMITTEE HELD ON 14TH AUGUST 2023 (Agenda item 18)

The meeting considered replacement of a defibrillator for the recreation ground, and confirmed the process for the advertising of the Deputy Clerk position.

Resolved: That the minutes of the Chair's Committee Meeting held on the 14th August 2023 were approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (All those present were in favour). The minutes of the meeting would be signed by the Chair as a correct record.

93. TO RECEIVE A REPORT FROM A MEETING OF THE CEMETERY & ALLOTMENT WORKING GROUP HELD ON 21ST AUGUST 2023, & TO CONFIRM RECOMMENDATIONS (Agenda item 19):

- a. ***To agree replacement of plants in rose garden – to a budget of £250***

The resolution was correctly proposed and seconded (9 in favour, 1 abstention)

- b. ***Memorial stones – to consider the current practice of charging double fees for memorial applications to relatives for those not living in the parish?***

Resolved: Single fees should apply with immediate effect for all memorial applications

The resolution was correctly proposed and seconded (unanimous)

94. TO RECEIVE A REPORT FROM A MEETING OF THE ENVIRONMENT WORKING GROUP HELD ON 4TH SEPTEMBER 2023, & TO CONFIRM RECOMMENDATIONS (Agenda item 20):

- a. ***To agree costs to purchase a new column for a solar street light on The Dring.***

A quotation was awaited. Item deferred to a future council meeting.

- b. ***Parish Council to purchase a large 20ft Christmas tree for Winscombe centre and a smaller tree for Sandford Village Hall. Contributions to be sought from local traders.***

Resolved: Trees would be donated to The Woodborough Inn and Sandford Village Hall who would then be responsible for insurance and health and safety requirements.

The resolution was correctly proposed and seconded (unanimous)

- c. ***A parish council application should be made to NSC for the temporary road closure of Woodborough Road for the annual Christmas Shopping evening. Winscombe Rugby Club (holding the correct training in traffic management and parking) should be requested to provide additional bodies to assist on closure points in return for a contribution towards club funds of £300.***

The resolution was correctly proposed and seconded (unanimous)

95. TO CONFIRM THE APPOINTMENT OF A DEPUTY CLERK TO THE PARISH COUNCIL (Agenda item 21)

Resolved: Emma Buckland was appointed Deputy Clerk with effect 1st November 2023. Salary scale SPC 23 and to work 21 hours per week. There would be an initial 6-month probationary period.

The resolution was correctly proposed and seconded (unanimous)

96. COUNCILLOR VACANCIES – council to move to co-option to fill a vacant parish councillor place. (Agenda item 22)

Resolved: Kevin Baber was duly co-opted onto the parish council.

The resolution was correctly proposed and seconded (unanimous)

97. MATTERS FOR INFORMATION (*Agenda item 23*)

- *War memorial Recreation Ground* – it was confirmed that the gates to the grounds were not locked at the end of an evening.
- *Street light Eastwell Lane* – this light was due to be replaced with the lamp from The Dring. The Dring would have a solar powered light due to electricity supply issues for this location.

With no further business, the meeting concluded at 9.45 pm.

Signed..... (Chair)

Date.....

Winscombe and Sandford Parish Council acknowledge the general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, gender reassignment, sexual orientation, marital status, religion & belief, pregnancy & maternity, and disability) Crime and Disorder, Health & Safety and Human Rights.